

STATE OF SOUTH DAKOTA  
**THIRD JUDICIAL CIRCUIT COURT**

314 Sixth Avenue, Brookings, South Dakota 57006

**RODNEY J. STEELE**

Presiding Judge  
(605) 688-4202

**PATRICIA GARCIA DUGGAN**

Administrator  
(605) 688-4621

**Counties**

*Beadle, Brookings, Clark  
Codington, Deuel, Grant  
Hamlin, Hand, Jerauld  
Kingsbury, Lake, Miner  
Moody and Sanborn*

**THIRD CIRCUIT POLICY – 04-11-P**

**Magistrates Performing Marriages**

The following policy concerning Magistrates and Deputy Magistrates performing marriages has been adopted in the Third Circuit:

- I. Magistrates and Deputy Magistrates may perform marriages as a part of their work duties. The Clerk of Courts shall implement a policy regarding personnel designated to perform marriages. Each Magistrate and Deputy Magistrate's work load and schedule should be taken into consideration when determining who in an office is most available to perform a marriage.
- II. Magistrates and Deputy Magistrates may not refuse to perform a marriage. However, time constraints and work load may be taken into consideration when scheduling time to perform a marriage. Marriages should be performed on the day requested if at all possible. Every effort should be made to accommodate people requesting a marriage.
- III. Marriages are to be performed only in the courthouse or on the courthouse grounds during regular work hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.
- IV. A fee of \$20 is to be collected which goes to the state general fund. No tips or gratuities may be accepted.
- V. This policy should be strictly adhered to. Requests for deviations from the policy may be directed to the Circuit Court Administrator or Presiding Judge of the Third Judicial Circuit.

Dated this 23rd day of July, 2004.



Rodney J. Steele  
Presiding Judge  
Third Judicial Circuit

Adopted 6/95  
Approved 2/04